



## **DNR COVID-19 Safety Practices Protocols**

---

This document outlines the Personal Protective Equipment (PPE), daily self-screening, and disinfecting requirements for Department of Natural Resources employees engaged in work activities during the COVID-19 outbreak. Please note that all PPE listed here is in addition to (and not a substitute for) all regular PPE required to safely complete a task.

For the purpose of this document, regular PPE refers to PPE that is discussed in any DNR policy, procedure, or manual. This includes the Injury Prevention Manual, Dive Manual, Wildfire practices, etc.

Unless specifically noted, this document does not discuss any regular PPE requirements and only focuses on PPE and practices needed to help DNR meet its goals related to COVID-19, which are:

1. Reduce risk of new infections of DNR employees from COVID-19;
2. Slow the spread of COVID-19 in the DNR Community;
3. Ensure DNR continuity of operations;
4. Provide for frequent communication to all DNR personnel

This document is broken into the following sections:

1. PPE requirements
2. Daily COVID-19 health screening requirements
3. Disinfecting requirements
4. Additional guidance

Last Revision Date: 03/21/2022

Next Review Due:04/30/2022

*This protocol will be reviewed every 30 days  
for currency/need and will be amended as needed.*

The phrases fully vaccinated, proof of vaccination, working alone, social distancing, close contact, and the public may be used in this document or in other DNR documents and communications. The definitions for these terms are:

- **Fully Vaccinated** –
  - **For two-dose vaccine** – Employee has received both doses, and at least two weeks have passed since the second dose. OR
  - **For single-dose vaccine** – Employee has received a single dose and at least two weeks have passed since the single dose.
- **Proof of Vaccination** - Proof of vaccination must be a Centers for Disease Control (CDC) vaccination card (or a printed or electronically stored photo of the card), OR documentation of vaccination from a health care provider or state immunization information system record.
- **Working Alone** – refers to being isolated from human interaction for an extended period of time. The ability to work alone may influence if a mask is required. Examples include:
  - Lone worker in enclosed cab of tractor, vehicle or similar equipment.
  - Person working by themselves in a four-walled office or conference room with a door.
  - Person performing work while teleworking.
  - Person working by themselves outdoors.
- **Social distancing** – Refers to being 6 feet or greater from others. Social distancing is an added health protection measure.
- **Close contact** – Refers to being closer than 6 feet from someone for greater than 15 minutes total within a 24-hour period. Close contact is used when determining possible self-quarantine needs if a positive case occurs.
- **The Public** – Refers to any and all non-DNR employees, with the exception of incarcerated crew members while assigned to DNR work assignments. This includes but is not limited to visitors, other state agency personnel and any partner or cooperator organization's personnel.

## **PPE Requirements**

All DNR employees are now fully vaccinated or are working under an approved accommodation. In addition, all incarcerated crew members assigned to work for DNR are also fully vaccinated. Please note that when working in locations that are not under DNR jurisdiction, all employees must adhere to DNR's COVID practices as well as any stricter measures that have been established by the other employer/location. The required PPE for all employees is noted below.

- COVID PPE is not required in indoor or outdoor work settings or vehicles (including aircraft and vessels), unless the work includes one of the following tasks/locations below:
  - All employees when inside a correctional facility, a medical facility, a long-term care facility, or a public transportation hub such as an airport or bus station.
  - All employees while traveling on public transportation (buses, trains, or air travel).
  - Transporting members of the public, with the exception of other state or federal employees or elected officials.
  - PPE requirements for incarcerated crew members and forest crew supervisors will be coordinated with DOC leadership and medical staff.
  - Employees who have been in close contact with a person who has tested positive for COVID-19 need to wear mask for 14 days following the close contact.
- In all instances when COVID-19 PPE is required, a minimum of a cloth face covering, surgical mask, KN95 mask, or N95 mask as outlined by Washington State Department of Health (DOH) and the Centers for Disease Control (CDC), must be worn at all times.
- The following engineering and administrative controls should be practiced to help reduce the risk of COVID transmission while traveling in the same vehicle:
  - Increase airflow and minimize air recirculation.
  - Use windows to help increase airflow when appropriate.
  - Regularly clean all touch points of vehicle(s) with appropriate disinfectant.
  - After use, clean inside of vehicle with appropriate equipment and supplies to ensure vehicle is as clean as possible for the next user.

## **Daily COVID-19 Health Screening Requirements**

In order to limit the spread of COVID-19 and to protect our employees, DNR is requiring daily health screening. This section outlines the requirements for the daily health screening for all employees.

### **Who is required to participate in Daily COVID-19 Health Screening?**

Screening is required for all employees who report to an out of home work location, unless working alone as defined in this document.

### **When must employees complete Daily COVID-19 Health Screening?**

Screening must be conducted at the start of the each work shift before the employee enters the worksite or state property (vehicle, facility, etc.). Screening can occur before an employee leaves for work to avoid unnecessary contact should the employee screen out due to symptoms or other factors.

### **How to complete Daily COVID-19 Health Screening?**

Screening can be completed by accessing the appropriate self-screening survey listed below:

- Divisions (All) – <https://bit.ly/2U1xPGD>
- Northwest Region – <https://bit.ly/3gTKapq>
- Northeast Region – <https://bit.ly/3h5IN78>
- Olympic Region – <https://bit.ly/3wYCjMU>
- Pacific Cascades Region – <https://bit.ly/3zZ6fdv>
- Southeast Region – <https://bit.ly/3gUGNOU>
- South Puget Sound Region – <https://bit.ly/3gWu7Ht>

If an employee indicates they have two or more COVID-19 symptoms or answers “yes” to any of the screening questions, they must: 1) not enter a DNR facility, and 2) immediately contact their supervisor or Appointing Authority for direction. The employee must self-isolate until they have received direction from their Appointing Authority.

Appointing Authorities must direct employees to self-isolate for 14 days except as noted below:

- Symptoms are likely due to other factors. Examples of this include, but are not limited to: cough related to allergies or a known, chronic condition; muscle pain related to physical activity (hiking, bike riding, weight lifting, etc.); or physician’s diagnosis of another condition causing symptoms. Please note that DNR does not require COVID testing, and a negative COVID test does not negate any portions of DNR’s COVID-19 Safety Protocols.
- Employees who have had close contact with a person who has tested positive for COVID-19 are required to wear a mask and monitor for COVID-19 symptoms for 14 days following the close contact. During this timeframe, self-isolation is not required unless the employee develops symptoms of COVID-19. If the employee develops symptoms, they must immediately self-isolate.

## **Disinfecting Requirements**

All employees, shall:

- Have the ability to properly clean their hands. This can be accomplished by either (1) washing hands with soap for at least 20 seconds; or (2) using an alcohol based hand sanitizer that is at least 60% alcohol. The **preferred method for cleaning hands is soap and water for at least 20 seconds.**
- Have access to disinfectant products (wipes or an alternative disinfectant and disposable paper product) to clean surfaces that may be contaminated. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Regardless of the disinfectant used, the manufacturer's instructions for concentration, application, method and contact time, etc. must be followed.
- Keep their own work area (desk and phone) and/or assigned vehicle clean as needed.

Custodial services across DNR will clean high-touch common use surfaces on a regular schedule. This includes areas such as door handles, restrooms, counters, sinks, appliance handles, lobbies, light switches, handrails, public meeting spaces, and conference rooms.

If facilities are not cleaned by custodial services, then the DNR Appointing Authority shall assign cleaning services as needed.

Every conference room shall be stocked with cleaning/disinfectant products and hand sanitizer. Employees wishing to clean surfaces in between custodial cleanings can complete this as they see fit.

## **Additional guidance**

Cleaning / Disinfectant Wipes – If wipes cannot be obtained, consider using one of the many disinfectant cleaners recommended by the EPA and paper towels or napkins. The disinfectant should be used according to manufacturer's recommendations (mixing rates, application, contact time, etc.). A list of products can be found here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Soap & Water – If soap and water is not available, utilize hand sanitizer that is at least 60% alcohol. Hand sanitizer may be found in a gel or hand cloth style. While it may not be possible in many or all locations, things such as hand washing stations (foot pump activated) or a pump to run water may be possible alternatives.

Plexiglas and Plastic Shields - Plexiglas and plastic shields are not a replacement for PPE. PPE is still required when either plexiglas or plastic shields are installed. While neither plexiglas or plastic shields provide a standalone measure of protection against COVID-19, they can add a level of protection in certain situations. Plexiglas and plastic shields should not be installed at every workstation across DNR. Appointing Authorities may authorize plexiglas to be installed in dispatch centers or other areas where DNR personnel routinely interact with members of the public.